



## OFFICE OF PROJECT EXCELLENCE

### Office of Project Excellence (OPE) Steering Committee Meeting

#### MINUTES

July 15, 2015

11:00 A.M.

Caucus Room

3<sup>rd</sup> Floor, City hall

#### *Call to Order*

The meeting was called to order at 11:26AM

Member present:

David St. Hilaire, Frank Gentile, Lambert Shell, Les Pinter, Mayor Mark Boughton, Sharon Calitro, Virginia Werner, & Stephen Nocera.

#### *Minutes*

A motion to add the approval of the minutes to agenda was made by Mayor Boughton and seconded by Les Pinter. The motion was approved unanimously. With a motion from Les Pinter and seconded by Lambert Shell, the minutes of the previous meeting held on June 15, 2015 were approved unanimously.

#### *Updates on Existing Projects*

The committee went through the project matrix and provided updates on each project.

#### *Review New Project Requests, discuss and vote*

- Octagon House Rehabilitation
  - The committee formally approved the Rehabilitation of the Octagon House located on Spring Street as a project. The motion was made by Sharon Calitro with a second from Mayor Boughton and the motion was approved unanimously.
- Main Street Wifi Project
  - Frank Gentile gave a brief overview of this project. The committee took no action on this concept and asked that a working group of Mr. Gentile, Mr. Iadarola, and Mr. Nocera be formed to further investigate the merits of the proposal before bringing it back to the Steering Committee.

#### *Adjournment*

- A motion to adjourn was made by Les Pinter and seconded by Lambert Shell. The motion was approved unanimously. The meeting ended at 12:50PM.